



# Plattsburgh, New York

Randal J. Stone  
Fire Chief

Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-561-5965  
Fax: 518-561-8236  
stoner@cityofplattsburgh-ny.gov

## MEMO

**TO:** Mayor James Calnon  
Members of the Common Council

**FROM:** Fire Chief, Randal Stone

**DATE:** February 19, 2015

**RE:** Fire and Ambulance Responses

For this two week period: Thursday, February 5, 2014 to Wednesday, February 18, 2015  
our Department has responded to the following:

### Fire Calls

#### 53

- 3 excessive heat/scorch burns
- 12 system activations
- 7 EMS assist
- 20 MVA
- 2 smoke/odor removal
- 1 hazardous condition
- 1 heat from short circuit
- 1 chimney/flue fire
- 2 cooking fires
- 2 water/steam leak
- 1 overpressure rupture of steam pipe
- 1 public service

**Ambulance Calls** **107**

**Mutual Aid by CVPH** **29**



# 2015 COMPLAINTS

Friday, February 13, 2015  
2:50:24 PM

DATE RECEIVED	COMPLAINT #	COMPLAINT #	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECT ION	INSPECTION REPORT	CORRECTION
2/3/2015	040-2015	ANON	136	BRINKERHOFF ST.	JULIE DYNKO	CONSTRUCTION TRAILER CONSTANT.	2/4/15	UNFOUNDED	
2/4/2015	039-2015	ANON	2	VETERANS LANE	CITY	SIDEWALK NOT CLEARED	2/4/15	FAXED TO DPW.	CLEARED 3:30 PM
2/6/2015	038-2015	KYLE	5089	US AVENUE	MCBRIDE CHEVROLET	SIDEWALKS NOT SHOVELED	2/6/15	UNSUBSTANTIATED	
2/6/2015	037-2015	KYLE	5105	US AVENUE	MCBRIDE CHEVROLET	SIDEWALK NOT SHOVELED	2/6/15	UNSUBSTANTIATED	
2/6/2015	036-2015	KYLE	5123	US AVENUE	DUBREYS PROPERTY LLC	SIDEWALK NOT SHOVELED	2/6/15	UNSUBSTANTIATED	
2/5/2015	035-2015	ANON	142	CORNELIA ST.	JEFF LATINVILLE	SIDEWALKS NOT SHOVELED	2/5/15	NOT SHOVELED.	LETTER SENT.
2/6/2015	034-2015	KYLE	31	MCKINLEY	KONDEV. PROPERTIES	SIDEWALKS NOT SHOVELED	2/6/15	NOT SHOVELED	LETTER SENT.
2/6/2015	033-2015	KYLE	5131	US AVENUE	PETER WHITBECK	SIDEWALK NOT SHOVELED	2/6/15	NOT SHOVELED	OWNER WILL GET IT DONE
2/6/2015	032-2015	KYLE	5143	US AVENUE	NADER INC.	SIDEWALK NOT SHOVELED	2/6/15	1/2 NORTH NOT SHOVELED	LETTER SENT.
2/10/2015	031-2015	ANON	58	COUCH ST.		PARKING ON FRONT LAWN			
2/6/2015	030-2015	KYLE	5069	US AVENUE	SKYWAY PROPERTIES	SIDEWALKS NOT SHOVELED	2/6/15	LETTER SENT.SPOKE TO MANAGER PIZZ.HUT	MANAGER WILL DO.
2/9/2015	029-2015	CONTEC	11B	GEORGE ST.	H&H PROPERTIES	HIGH ELECTRIC BILLS	2/9/15	CHECKED METERS, BASEMENT.	HEAT TURNED UP TO 80

DATE RECEIVED	COMPLAI NT #	COMPLAI NER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECT ION	INSPECTION REPORT	CORRECTION
2/12/2015	028-2015	FORKEY	264	MARGARET ST.	FRECHETTE GROCERY	INSULATION & SHEETROCK FELL INTO HER APARTMENT, MOLD, FECES,			
2/12/2015	027-2015	ARMSTR ONG	90	SHARRON AVENUE	JC ICEMEN ENTERPRISES	SIDEWALKS NOT SHOVELED IN FRONT OF SKATE RINK	2/13/15	SPOKE W/WORLEY. DID ONCE.	SNOW BEEN REMOVED
2/6/2015	026-2015	MRS. COTE	9	MONTY ST.		SIDEWALKS NOT SHOVELED			
2/4/2015	025-2015	DPW CYNTHIA		CHAMPLAIN/MAPLE	MRS. O'CONNEL	TV ON CITY PROPERTY		TV OWNED BY 106 MONTCALM	106 MONTCALM PICKING UP
2/2/2015	024-2015	DPW BRENDA		GOLD ST.	MR. WOO	CHAIRS & X-MAS TREE	2/4/15	CHAIRS & X-MAS TREE	OWNER ORDERED PICK UP
2/4/2015	023-2015	DPW MIKE F.	2	MARGARET ST.	SPM RENTALS	SIDEWALK ALONG APT. BUILDING GOING EAST NOT SHOVELED	2/4/15	AS STATED.	SITE CLEAR 2/5/15
1/27/2015	022-2015	MLD	67	BRINKERHOFF ST.	NABIH REAL ESTATE	BURNT ELECTRIC LUGS IN METER, POSTED.	1/29/15	BURNT LUGS	30 DAY TO CORRECT
1/23/2015	021-2015	PEG HOLLAND	14	PALMER ST.	ROBERT LAFOUNTAIN	ICE ON SIDEWALK	1/26/15	OWNER HAS ILLNESS, SENT APP FOR HELP	OWNER SANDED
1/29/2015	020-2015	ED CAHIL	24	OAK ST.	VALCOUR HOLDING	CHEECHAKO TACO GARBAGE PILED UP	1/29/15	TRASH BILL NOT PAID, SETTLED	GARBAGE PICKED UP
1/22/2015	019-2015	MRS. LUCAS	8	STETSON	SLOANE PULCI	GARBAGE OUT FRONT 2 WEEKS	1/23/15	VIOLATION LETTER SENT	GARB. PICKED UP
1/22/2015	018-2015	DPW		GOLD ST.		REFRIGERATOR	1/23/15	#16 UNDER RENOVATION	FRIG NOW STORED

DATE RECEIVED	COMPLAINT #	COMPLAINER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECTION	INSPECTION REPORT	CORRECTION
1/21/2015	017-2015	DEGRAN DPRE	64	COUCH ST.		ICY SIDEWALKS			
1/21/2015	016-2015	DEGRAN DPRE	48	COUCH ST.	JAMES LATINVILLE	ICY SIDEWALKS	1/22/15	ICE ON SIDEWALKS	NOTICE SENT
1/21/2015	015-2015	DEGRAN DPRE	46	COUCH ST.	SCOTT DUBLANYK	ICY SIDEWALKS	1/22/15	ICE ON SIDEWALKS	NOTICE SENT
1/21/2015	014-2015	SMITH	79	MONTCALM AVE.	STEPHANIE & GARY DUQUETTE	DUQUETTES BUILD FENCE ATTACHED TO THEIR BLDG & CLOSE TO THEIR BUILDING	1/22/15	FENCE ON PROPERTY OF 79 MONTCALM	NO VIOLATIONS
1/21/2015	013-2015	HERVEY	39	BROAD STREET	CHANDLER & VANHERPE	SIDEWALKS ICY ALL ALONG, SON FELL HAD 7 STITCHES.	1/22/15	ICE COVERED W/SAND	CORRECTED
1/15/2015	012-2015	DURKIN	6	FLAGLAR DR.	CHAMPAGNE, PAUL	CHIMNEY SMOKE INDOOR NUISANCE	1/16/15	CHIMNEY CONST. 1980	UNFOUNDED
1/14/2015	011-2015	LATINVILLE	143a	BRINKERHOFF ST	LATINVILLE, JAMES	GARBAGE ALL OVER APARTMENT	1/20/15	APARTMENT TRASHED	OWNER CORRECTED
1/9/2015	010-2015	PRIMARD	90	MILLER ST	ESTATE OF WAYNE YOUNG	GARBAGE BAGS IN FRONT YARD (VACANT HOUSE)	1/9/15	GARBAGE BAGS IN FRONT YARD	ORDER DPW PICK UP
01/9/2015	009-2015	PRIMARD	94	MILLER ST	R&T ESTATES PROPERTIES LLC	GARBAGE IN BAGS ON PROPERTY	1/9/15	PILE OF GARBAGE BAGS BACK YARD	OWNER CORRECTED
01/8/2015	008-2015	DOWDLE	182	RUGAR ST		PARKING ON LAWN		ON HOLD (NEW LAW)	
01/8/2015	008-2015	DOWDLE	135	BROAD ST.		PARKING ON LAWN		ON HOLD (NEW LAW)	
01/6/2015	007-2015	DEFOE	5062	SO.CATHERINE ST.	KEL PROPERTIES	SHEETROCK IN HALLWAY, FIRE HAZARD	1/8/15	small ammount of debris, not a violation	unfounded (n/a)



DATE RECEIVED	COMPLAINT #	COMPLAINER	STREET #	STREET ADDRESS	PROPERTY OWNER	DESCRIPTION OF COMPLAINT	INSPECTION	INSPECTION REPORT	CORRECTION
01/7/2015	006-2015	WOODS	134	MARGARET ST.#201	RANDY CARTER	MOLD ALL OVER FROM 2 HUGE LEAKS, OWNER NOT CLEANED. OPEN CEILING			
1/6/2015	005A-15	MAYOR		TIFFANY WAY	TERRY MERON	ICY/SLUSHY SIDEWALKS	1/6/15	ICY ON LYNDE, NO.CATH.	LTR. SENT 1/7/15
01/6/2015	005-2015	LECLAIR	2	TYRELL AVE.	PHA	MOLD IN 2 BEDROOMS AND BATHROOM, HOUSING SAID NOTHING THEY CAN DO			
01/6/2015	004-2015	MONETT E	129	BROAD STREET	MOUNTAIN HARBOUR PROP.	GARBAGE CONTAINERS CONTINUE, GARBAGE ALL OVER, 3 FLOOR OCCUPIED?	1/20,1/21	GARBAGE, 3RD FLOOR ALLOWED TENANTS	LTR.SENT 1/22/15
01/6/2015	003-2015	MONETT E	19	DRAPER AVENUE	DICROCE	GARBAGE CONTAINERS CONTINUE FRONT OF PROP.			
01/5/2015	002-2015	DEFOE	5062	SO.CATHERINE ST.	KEL PROPERTIES	SHEETROCK IN HALLWAY, FIRE HAZARD	1/8/15	valid permit-not a fire hazard or restricting egress	n/a
01/5/2015	001-2015	ANON	7	NORTH STREET	MALPASS	COUCH OUT NEAR ROAD	1/16/15	verified & gave notice	ordered dpw pick up

CITY OF PLATTSBURGH, NEW YORK  
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of:

"Jan15

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City) 25-2540	0.00		0.00
Bingo Licenses (State) 1-0632	0.00		0.00
Bingo License Fees 3% 25-2540	113.58		113.58
Building Permits 25-2555	2255.56		2255.56
Circus License 25-2502	0.00		0.00
City Code 12-1255	0.00		0.00
Code Civil Compromise 26-2614	0.00		0.00
Contractor Fees 25-2557	150.00		150.00
Dog Licenses 25-2542	207.50		207.50
State Neuter/Spay surcharge		29.00	29.00
Extract of Records 12-1255	9.25		9.25
Game of Chance Lic. (City) 25-2541	0.00		0.00
Game of Chance Lic. (State) 1-0632	0.00		0.00
Gas Permits 15-1540	115.00		115.00
Going Out of Business Lic 25-2509	0.00		0.00
Hauler's Licenses 25-2505	1170.00		1170.00
Housing Code 21-2110	0.00		0.00
Impound Fees 15-1550	50.00		50.00
Interest Temp 1124-2401	2.64		2.64
Jeweler's Licenses 25-2503	0.00		0.00
Marriage Licenses 25-2545	245.00	315.00	560.00
Notary Fees 12-1255	0.00		0.00
Peddler/Vendor Licenses 25-2503	0.00		0.00
Returned Check Charges 12-1255	0.00		0.00
Sign Permits 25-2590	125.00		125.00
Specifications T-30		15.00	15.00
Special Use Permits 21-2110	150.00		150.00
Subdivision Fee 21-2110	0.00		0.00
Subdivision Ordinance 12-1255	0.00		0.00
Taxi Operator's Licenses 25-2507	200.00		200.00
Taxi Vehicle Licenses 25-2504	160.00		160.00
Tree/Stump Removal License 25-2508	0.00		0.00
Vital Statistics 16-1603	4748.00		4748.00
Zoning Ordinances 21-2110	0.00		0.00
Zoning Variances 21-2110	450.00		450.00
			0.00
<b>OTHER REVENUE</b>			
Riverwalk			
1127-2753	0.00		0.00
Auditorium			
1127-2752	100.00		100.00
Centennial Plaques			
1127-2705	0.00		0.00
Lake Champlain Memorial			
1127-	0.00		0.00
<b>RECOVERED FUNDS</b>			
Telephone			
1-1410000-4414	0.00		0.00
Postage			
1-1410000-4470	0.00		0.00
Print & Copy			
1-1410000-4431	0.00		0.00
<b>DISBURSEMENTS:</b>		<b>\$10,251.53</b>	<b>\$359.00</b>
			<b>\$10,610.53</b>
N.Y.S. Dept of Health	\$315.00	Check No 1344	
N.Y.S. Dept of Ag & Mkts	\$29.00	Check No 1345	
Total Paid Others:			\$344.00
<b>ADJUSTMENT: None</b>			<b>\$0.00</b>
Chamberlain (Spec. Deposits)	\$15.00	Check No 1346	
Chamberlain (Net Revenues)	\$10,251.53	Check No 1347	
Amount Due City Chamberlain:			\$10,266.53
			\$10,610.53

Dated at Plattsburgh, New York



Sylvia Parrotte,  
City Clerk

09-Feb-15



# Plattsburgh, New York

**Building & Zoning Department**  
41 City Hall Place  
Plattsburgh, New York 12901  
Ph: 518-563-7707  
Fax: 518-563-6426

February 18, 2015

Mayor James Calnon  
And  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Dear Mayor & Common Council:

At the regular meeting of the Zoning Board of Appeals held on February 17, 2015, below please find the results of that meeting:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
2021	VALCOUR BREWING CO. OHIO AVENUE	SPECIAL USE PERMIT REQUEST TO OPERATE MIXED USE BUILDING <b>APPROVED</b>
2026	DENA ARCHER 44 BROAD STREET	CLASS B VARIANCE VARIANCE REQUEST FOR LACK OF PARKING <b>APPROVED</b>
2027	DENA ARCHER 44 BROAD STREET	SPECIAL USE PERMIT REQUEST TO OPERATE A PROFESSIONAL OFFICE IN AN RH DISTRICT <b>APPROVED</b>

Sincerely,

Kyle Burdo  
Acting Building Inspector

/dn

CC: City Clerk

## APPLICATION

STREET SOLICITATION - PARADE - USE OF PARK OR FACILITY, ETC.

ORGANIZATION/NAME: MATT HALLADDRESS: 28 CITY HALL PL. #4 PLATTSBURGH, NYDESCRIBE EVENT: LIVE FOLK MUSIC IN PARK  
(Expected # participants; if PARADE: route, # cars/floats)100+ PARTICIPANTS, STREETS WILL STAYOPEN, FREE, FAMILY FRIENDLY EVENTPERFORMERS - PETER HOUSE, CHRISTINA NORIDATE/DATES: SUNDAY, JUNE 14TH, 2015

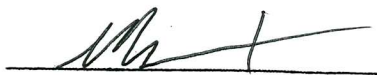
ALTERNATE/RAIN

DATES: \_\_\_\_\_

(N/A For Street Solicitations)

BEGIN/END TIMES: 2:00 PM - 7: PM**GENERAL LIABILITY INSURANCE MUST BE PROVIDED**(City of Plattsburgh **MUST** be named as additional insured)(Insurance **MUST** cover vehicles if used)

SOLITICATIONS are at designated intersections only

  
Signature/TitleCONTACT: MATT HALL 28 CITY HALL PL. #4 (518) 310-0659  
PRINT - Name Address Phone

## =====

## APPROVAL'S:

Insurance: (Y) (N) Police Dept: (Y) (N) Clerk: (Y) (N)

Init/Date: \_\_\_\_\_

\*  
Need  
Power





# Plattsburgh, New York

Jonathan P. Ruff, P.E.  
Environmental Manager

41 City Hall Place  
Plattsburgh, NY 12901  
Phone: 518-536-7519  
Fax: 518-563-6083  
[ruffj@cityofplattsburgh-nv.gov](mailto:ruffj@cityofplattsburgh-nv.gov)

February 9, 2015

To: Mayor Calnon and Members  
Of the Common Council

Fr: Jonathan Ruff

Re: Cumberland Avenue Pump Station (CAPS)  
New CSO Regulator Final Design

The WPCP discharge permit and the Combined Sewer Overflow (CSO) Long Term Control Plant (LTCP) require upgrades to the present CSO arrangement at CAPS.

Attached is a January 30, 2015 proposal from CDM Smith for providing the engineering design and bidding services for the project for a not to exceed amount of \$66,800. It is respectfully requested that the Common Council agree to obtain the services and authorize the execution of all necessary documents. The source of funds is Capital Project H8130.55.

Please contact me if you have any questions.

cc: Dave Powell  
Kris Gushlaw  
Richard Marks  
Carole Garcia



6800 Old Collamer Road Ext., Suite 3  
East Syracuse, New York 13057  
tel: 315-434-3200  
fax: 315-463-0508

January 30, 2015

Mr. Jonathan Ruff, P.E.  
Environmental Manager  
Environmental Services Department  
41 City Hall Place  
Plattsburgh, New York 12901

Subject: CSO Phase II Long Term Control Plan  
Letter Proposal for Professional Engineering Services for the Final Design of  
Cumberland Avenue Pump Station CSO Upgrades Project

Dear Mr. Ruff:

As requested, CDM Smith is pleased to present the City of Plattsburgh with a proposal for professional engineering services for final design of improvements to the combined sewer system immediately upstream of the Cumberland Avenue Pump Station (CAPS). A proposed regulator will be designed to redirect flow, as well as a proposed overflow pipe and an orifice or restrictor plate to limit flow to the pump station. The project is being performed as part of the Recommended Level 1 Improvements outlined in the City's Phase 1 Long Term Control Plan (LTCP) for abatement of combined sewer overflows. The proposed improvements are intended to reduce the frequency of surface overflows in Cumberland and Boynton Avenues.

## **General Project Understanding**

The purpose of the project is to improve the combined sewer collection system upstream of the Cumberland Avenue Pump Station to reduce the frequency of street surface overflows in Cumberland Avenue during wet weather conditions. Surface overflows currently occur approximately six times a year and create potential health issues associated with exposure to wastewater, as well as traffic hazards associated with ponding of water in the street. The proposed improvements include installing a new regulator near manhole PS3 near the corner of Boynton and Cumberland Avenues and a new overflow pipe from the regulator to existing outfall 014 to Lake Champlain. During wet weather, the new overflow pipe to CSO Outfall 014, will convey domestic flows in excess of what the CAPS can handle directly to the lake. The improvements included as part of this project will greatly reduce surface overflows upstream of the pump station and convey the discharge to the lake in a controlled manner; rather than by overland flow. It should be recognized that these improvements will not completely eliminate surface overflows at this location. However, the goal of the project will be to reduce the overflows.



Mr. Jonathan Ruff, P.E.  
January 30, 2015  
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The new regulator also will prioritize treatment for the industrial sewage entering the CAPS from the north by restricting domestic flow to the pump station during wet weather by the proposed regulator and continued use of an orifice/restrictor plate in the manhole located between the proposed regulator and the pump station. Note that this orifice plate is currently in use and the city will be able to make adjustments to how much flow is let through to the pump station over time to optimize flow to the pump station and thus treatment of combined sewage. The orifice plate helps to maximize the capture of industrial sewage entering the pump station by setting the hydraulic grade line such that the industrial sewage can enter the pump station.

## **Project Approach and Scope of Work for Final Design Services**

### **Task 1.1 – Design of Regulator and Outfall Pipe**

CDM Smith will utilize the SWMM model developed during the planning stages of this project to finalize the weir elevation and length, the size of the orifice restrictor plate currently installed between manhole PS3 and PS5, and the overflow pipe size. We will provide an evaluation of the current orifice opening on the restrictor plate between manholes PS3 and PS5 compared to a larger opening to more fully utilize the capacity of the pump station during smaller storm events. Separate hand calculations will also be prepared and reviewed by a senior hydraulics engineer to confirm sizing.

CDM Smith will use the figures developed under preliminary design, and surveying mapping provided by the City to develop the contract documents. We assume that the preliminary design presented in these figures will not change and the primary design effort will be to verify the hydraulics and detail the work to the level necessary for public bidding. CDM Smith will develop construction documents consisting of specifications and the following drawing sheets:

- Title sheet
- Legend, Notes
- Existing Conditions and Site Preparation Details
- Sewer Plan and Profile
- Regulator Plan, Section and Details
- Outfall Plan, Section and Details
- Miscellaneous Details



Mr. Jonathan Ruff, P.E.

January 30, 2015

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The site plan will show the regulator, overflow sewer and outfall in relation to existing infrastructure identified through available drawings provided by the City and past field surveys. Profiles will be provided to show elevations and grades of the new overflow sewer, new regulator structure and existing outfall and their relation to existing utilities. Details will include trench limits, pipe bedding and backfill requirements, manhole and regulator construction details, a coarse bar screen in the regulator to control floatables, pavement restoration details and soil erosion control measures. Due to poor soils from the ground surface to an approximate depth of 20 feet, geotechnical support for the outfall and regulator structures will also be developed. We have not included construction cost estimates in our scope. We have not included preparing an engineer's report for NYSDEC approval either considering the work and memorandums previously prepared for this project.

Two meetings are planned throughout the course of the design to coordinate the work of the project. Upon receiving authorization from the City to proceed with the project, CDM Smith will hold a design kickoff meeting via conference call with the civil, structural and geotechnical design engineers and the City to discuss the project tasks and schedule, as well as areas where we will need assistance or input from the City. We will meet with the City at the 60% design stage to review design deliverables to verify compliance with previously developed design approach. We will submit the 95% design documents to the City and NYSDEC for review and comment. Upon receipt of comments from NYSDEC, CDM Smith will hold a conference call (if necessary) with the City and NYSDEC representatives to review concerns and discuss any final plan modifications prior to finalizing the contract documents for bid. . We have also included budget for preparation of one letter responding to any written comments provided by NYSDEC under the permitting task.

Five copies of the 60% and 95% project documents will be provided to the City.

### **Task 1.2 – Regulatory Permits and Approvals**

While some of the work is expected to be performed within the 100 year floodplain of Lake Champlain, we do not anticipate that the project will impact wetlands, the storage volume within the floodplain, endangered species, cultural and historical resources (due to prior disturbance of the area from infrastructure previously constructed in the area). Therefore, we have not included scope or cost for Phase I cultural resource surveys or wetland delineations. However, we believe that an NYSDEC Protection of Waters Permit will be required for the pipe outfall work along Lake Champlain due to the disturbance of the lake bed/banks. As the disturbance is not expected to exceed 1 acre, we do not believe a stormwater permit or management plans are required.

In addition to the above permit, CDM Smith will assist the City in obtaining the following regulatory permits and approvals for this project:



Mr. Jonathan Ruff, P.E.  
January 30, 2015  
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- *New York State Department of Environmental Conservation Approval* - Submit three copies of the 95% plans and specifications to the NYSDEC for review and approval.
- *State Environmental Quality Review Act* – Assist the City with satisfying the requirements of the State Environmental Quality Review Act (SEQR). This work will include preparation and circulation of Part 1 of the Full Environmental Assessment Form (FEAF) for purposes of establishing the City as Lead Agency. Subsequently, we will prepare Parts 2 and 3 of the FEAF and provide the City with a Determination of Significance. We anticipate that the SEQR process will be concluded upon the City's adoption of a Negative Declaration. The SEQR paper work will be sent to both the state and the Army Corps. Of Engineers for a determination.

### **Task 1.3 – Bid Assistance**

Upon approval of the contract documents by NYSDEC, ACOE (if necessary), and the City, CDM Smith will provide up to 15 sets of bid documents in electronic format on CD for distribution by the City to prospective bidders.

Upon advertisement for bids, a representative from CDM Smith will attend a pre-bid meeting, provide responses to technical questions and prepare and distribute one addendum to the contract documents if necessary. Upon receipt of bids from the City, we will review the bids, prepare the bid tabulation and provide a letter with our recommendations relating to award of the contracts.

Upon notification of award to the general contractor by the City, CDM Smith will prepare three sets of conformed contracts for execution by the contractor. The conformed contracts will include the contractor's bid forms, insurance submissions, performance bond and any other administrative submissions required with their bid under the terms of the contract. These documents will serve as the formal contract with the contractor. One fully executed copy will be provided to the City, one to the contractor and one to CDM Smith for our records.

### **Construction Services**

Upon completion of the design, CDM Smith will meet with the City to discuss engineering needs during the construction phase of the project and a proposal will be developed for construction phase services at that time.

### **Project Schedule**

We estimate that the 60% design will be completed within 6 weeks after receiving authorization to proceed from the City. The 95% design will be completed within 6 weeks after receiving comments on the 60% design from the City. The final construction documents will be completed within 3 weeks of receiving final comments from the NYSDEC and the City.



Mr. Jonathan Ruff, P.E.  
January 30, 2015  
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## Summary of Engineering Fees

A summary of the engineering design fees for each of the above referenced tasks follows.

**Table 1**  
**Estimated Engineering Cost Breakdown**

Task	Estimated Level of Effort (Person Hours)	Labor Cost	Out-of-Pocket Expenses and Subs	Total Fee
<b>Design</b>				
Task 1.1 Design of Regulator and Outfall Pipe	277	\$31,000	\$26,300	\$57,300
Task 1.2 Permitting	40	\$4,400	\$0	\$4,400
Task 1.3 - Finalizing the Contract Documents and Bid Assistance	44	\$4,500	\$600	\$5,100
<b>Total</b>	361	\$39,900	\$26,900	\$66,800

We propose to complete the final design for the CAPS CSO Upgrades project for a not-to-exceed fee of \$66,800.

If you find this proposal acceptable, we have enclosed contract forms for city signature in order to execute the contract.

We appreciate the opportunity to work with you on this important project. Should you have any questions, please do not hesitate to call me.

Sincerely,

Greg Bold, P.E., BCEE  
Associate Engineer  
CDM Smith

cc: R. Albright, N. Vigneault, L. Livermore, CDM Smith





MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.  
Manager

6 Miller Street  
Plattsburgh, New York 12901  
518-563-2200  
Fax: 518-563-6690

February 10, 2015

To: Mayor Jim Calnon

From: Bill Treacy, Manager


Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to advertise for sealed bid for:

**PMLD BID NO. 2015 - 2 – 1**  
**AERIAL TREE TRUCK with DUMP BODY**  
**BID OPENING DATE: March 31, 2015 at 11 AM**

We propose that this bid be received under PMLD Bid No. 2015-2-1, prior to 11:00 AM, local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,

  
Bill Treacy, P.E.  
Manager

cc: Councilor Kasper, PMLD Liaison  
Sylvia Parrotte, City Clerk  
Kelly Clookey, Finance Director  
Bid 2015-2-1 File



MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.  
Manager

6 Miller Street  
Plattsburgh, New York 12901  
518-563-2200  
Fax: 518-563-6690

February 10, 2015

To: Mayor Jim Calnon

From: Bill Treacy, Manager

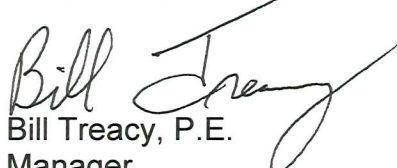
Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to advertise for sealed bid for:

**PMLD BID NO. 2015 - 3 – 2**  
**FR UNIFORM RENTAL SERVICE**  
**BID OPENING DATE: March 31, 2015 at 11 AM**

We propose that this bid be received under PMLD Bid No. 2015-2-1, prior to 11:00 AM, local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,

  
Bill Treacy, P.E.  
Manager

cc: Councilor Kasper, PMLD Liaison  
Sylvia Parrotte, City Clerk  
Kelly Clookey, Finance Director  
Bid 2015-2-1 File





Plattsburgh Police Department  
45 Pine Street  
**Plattsburgh, New York**

518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

February 11, 2015

*Mayor James Calson*  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval to extend the contractual benefits for Officer Richard Tucker for another 4 days due to an on the job injury on May 27, 2014. His previous 12 week period will expire on 02/19/15. He has been released to return to work full duty on 2/23/15.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls



# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

February 13, 2015

Mayor James Calnon  
And  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

**REF: Request for Permission to Advertise for bids  
For MARINA BUILDING , City Marina;  
Contract #2015-03**

Dear Mayor Calnon & Councilors:

It is requested that permission be granted to advertise for bids for Contract #2015-03, "Marina Building Renovations, 2 Dock Street."

Very truly yours,



Kevin R. Farrington, P. E.  
City Engineer

/jh

CC: City Clerk  
City Chamberlain  
Public Works Dept.  
Dave Lessor  
Dave Brown



# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

February 9, 2015

Mayor James Calnon  
And  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, N.Y. 12901

**REF: Request for Permission for  
Mayor to Sign Change Order  
No. 1 To Contract #2014-23  
"Purchase & Installation of Docks and Mooring at City  
Marina"**

Dear Mayor Calnon & Councilors:

It is requested that the Mayor be authorized to sign Change Order No. 1 to Contract #2014-23, "Purchase & Installation of Docks and Mooring at City Marina." This Change Order, in the amount of \$23,585.00, is for additional dock cheats, modifications to the utility chase to accommodate future expansion, upgrade of mooring floats and installation of water lines.

There is sufficient funding in Capital project **HH5110.48 "2015 City Marina"** to cover the additional cost.

Very truly yours,

Kevin Farrington, P.E.  
City Engineer

KRF/jh

Att.(5)

CC: City Clerk  
City Chamberlain

C H A N G E O R D E R

**PROJECT TITLE:** Purchase & Installation of Dock and Mooring at City Marina

**CONTRACT 2014-23      CHANGE ORDER NUMBER: 1      DATE:** February 9, 2015

**TO (contractor):**      The Dock Doctors  
                             19 Little Otter Lane  
                             Ferrisburg, VT 05456

You are hereby directed to make the following changes to this Contract:

ITEM NO.	DESCRIPTION	CHANGE IN PRICE
1	Dock Modifications (as described on Contract Addendum 1)	\$23,585.00

TOTAL:      \$      \$23,585.00

The original Contract Sum was.....\$      373,615.00

Net change by previous change orders:.....\$      0.00

The Contract Sum prior to this Change Order was.....\$      373,615.00

The Contract Sum will be  
(increased) (decreased) (unchanged) by.....\$      23,585.00

The new Contract Sum including this Ch.Order.....\$      397,200.00

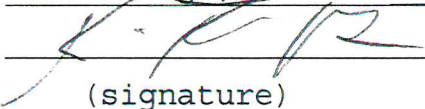
The Contract Time (for substantial completion) will be  
(increased) (decreased) (unchanged) by 7 days.    ..\$... .. - 0 -

The Date of Completion as of the date of this CO is:

Substantial Completion/Dock Installation:      May 08, 2015

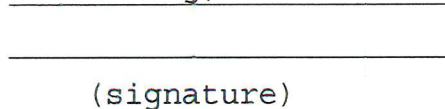
Complete Waterline Installation:      May 29, 2015

**RECOMMENDED BY:**  
Engineering & Plan.Dept  
41 City Hall Place  
Plattsburgh, NY 12901

  
(signature)

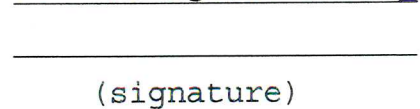
Kevin Farrington, P.E.  
2/13/15  
(date)

**ACCEPTED BY:**  
The Dock Doctors, LLC  
19 Little Otter Lane  
Ferrisburg, VT 05456

  
(signature)

Jeffrey Provost  
  
(date)

**APPROVED BY:**  
City of Plattsburgh  
41 City Hall Place  
Plattsburgh, NY 12901

  
(signature)

James Calnon, Mayor  
  
(date)





## Contract Addendum 1

Client Contact: City of Plattsburgh  
Kevin Farrington  
41 City Hall Place  
Plattsburgh NY 12901

Date: February 6, 2015

Phone: 518-563-7730

### Contract Addendum

Addendum to the contract for the purchase and installation of docks and moorings at City Marina, 2014-23

Please Note: Please initial next to the chosen options / upgrades on the line provided.

**Dock cleats:** \$ 210.00 KP

- Add (5) 12" galvanized steel dock cleats and hardware

**Gangway Utility Chase:** \$ 2,695.00 KP

- Add full width drop down tubes and cross bar supports under the gangway
- Add 12" welded-in utility chase for phase 2

**Pump Out Utility Chase:** \$ 1,035.00 KP

- 6" Corrugated pipe, cut in half, will be fastened below the gangway and through the dock frame to the specified location on the main dock. Pump out hose, connections and hose reel by others.

**Phase Two Prep:** \$ 1,055.00 KP

- Prep phase one frame to accept the corner and main frame for phase two
- Add utility chase in phase one to transfer to phase two

**Mooring Upgrade (25) Units (Options):**

- All upgrade options are based on upgrading from the specified 18" inflatable vinyl buoys which have 112 lbs. of buoyancy capacity.

○ 21" Inflatable vinyl buoy (180 lbs. buoyancy): \$ 1,720.00 \_\_\_\_\_  
▪ White or Orange

○ 27" Inflatable vinyl buoy (375 lbs. buoyancy): \$ 2,595.00 \_\_\_\_\_  
▪ White or Orange

○ 24" Sur-Mor T3C hard skin buoy (240 lbs. buoyancy): \$ 4,210.00 KP

○ 24" Traditional Sur-Mor hard skin buoy (240 lbs. buoyancy): \$ 4,630.00 \_\_\_\_\_

**Water Line:**

\$ 14,380.00

149

- 1 ½" PVC Sch. 80 will be run through the gangway to the fifth wheel location on the main dock system.
- From the 5<sup>th</sup> wheel location on the main dock system, double 1" PEX water line will run along each side of the centered utility chase.
- The 1" PEX will reduce to ½" PEX which will connect into the pedestals
- Includes installation, hardware and connection fittings. Water connection at shore by others.

**Time Frame Adjustment:**

- Due to added labor to the project in the production facility and on-site the following adjustments would need to be made to the construction schedule:
  - Completion of dock installation: May 8, 2015
  - Completion of water line connections on-site: May 29, 2015

**Total Contract Addendum:**\$ 23,585.00

We Propose hereby to furnish material and labor – complete in accordance with the specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Disclaimers and Important Information**

**Permits:** We will not be held responsible for any local, state or federal permits. We do offer a permit acquisition service for a fee to customers with confirmed product orders. Please note that projects requiring permits will not be scheduled for fabrication (custom orders only) and/or scheduled for installation until receipt of permit.

**Electrical:** Please note that we are not able to provide any electrical work – this is to be performed by a licensed electrician arranged by owner.

**Payment Terms Disclaimer:** 2% per month on any unpaid balance therefore along with attorney fee of 33% of the amount due in the event of default. The sales order shall be construed in accordance with the laws of Vermont. 20% restocking fee on any cancelled stock order. Refunds are not available on custom orders.

**Payment Schedules:** To be invoiced with progress invoicing within the project

---

The Dock Doctors, LLC.

---

Date

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

---

City of Plattsburgh

---

Date

Mailing Address: 19 Little Otter Lane Ferrisburg, VT 05456  
1-800-870-6756 • fax 802-877-3147 • e-mail [mike@thedockdoctors.com](mailto:mike@thedockdoctors.com)





## Contract Addendum 1

Client Contact: City of Plattsburgh  
Kevin Farrington  
41 City Hall Place  
Plattsburgh NY 12901

Date: February 4, 2015  
Phone: 518-563-7730

### Contract Addendum

Addendum to the contract for the purchase and installation of docks and moorings at City Marina, 2014-23

Please Note: Please initial next to the chosen options / upgrades on the line provided.

**Dock cleats:**

\$ 210.00 KFP

- Add (5) 12" galvanized steel dock cleats and hardware

**Gangway Utility Chase:**

\$ 2,695.00 KFP

- Add full width drop down tubes and cross bar supports under the gangway
- Add 12" welded-in utility chase for phase 2

**Pump Out Utility Chase:**

\$ 1,035.00 KFP

- 6" Corrugated pipe, cut in half, will be fastened below the gangway and through the dock frame to the specified location on the main dock. Pump out hose, connections and hose reel by others.

**Phase Two Prep:**

\$ 1,055.00 KFP

- Prep phase one frame to accept the corner and main frame for phase two
- Add utility chase in phase one to transfer to phase two

**Mooring Upgrade (25) Units (Options):**

- All upgrade options are based on upgrading from the specified 18" inflatable vinyl buoys which have 112 lbs. of buoyancy capacity.

○ 21" Inflatable vinyl buoy (180 lbs. buoyancy): \$ 2,140.00 \_\_\_\_\_

○ 27" Inflatable vinyl buoy (375 lbs. buoyancy): \$ 3,015.00 \_\_\_\_\_

○ 24" Sur-Mor T3C hard skin buoy (240 lbs. buoyancy): \$ 4,210.00 KFP

○ 24" Traditional Sur-Mor hard skin buoy (240 lbs. buoyancy): \$ 4,630.00 \_\_\_\_\_

**Water Line:**

\$ 14,380.00

KRP

- 1 ½" PVC Sch. 80 will be run through the gangway to the fifth wheel location on the main dock system.
- From the 5<sup>th</sup> wheel location on the main dock system, double 1" PEX water line will run along each side of the centered utility chase.
- The 1" PEX will reduce to ½" PEX which will connect into the pedestals
- Includes installation, hardware and connection fittings. Water connection at shore by others.

**Time Frame Adjustment:**

- Due to added labor to the project in the production facility and on-site the following adjustments would need to be made to the construction schedule:
  - Completion of dock installation: May 8, 2015
  - Completion of water line connections on-site: May 29, 2015

**Total Contract Addendum:**

\$

KRP

We Propose hereby to furnish material and labor – complete in accordance with the specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Disclaimers and Important Information**

**Permits:** We will not be held responsible for any local, state or federal permits. We do offer a permit acquisition service for a fee to customers with confirmed product orders. Please note that projects requiring permits will not be scheduled for fabrication (custom orders only) and/or scheduled for installation until receipt of permit.

**Electrical:** Please note that we are not able to provide any electrical work – this is to be performed by a licensed electrician arranged by owner.

**Payment Terms Disclaimer:** 2% per month on any unpaid balance therefore along with attorney fee of 33% of the amount due in the event of default. The sales order shall be construed in accordance with the laws of Vermont. 20% restocking fee on any cancelled stock order. Refunds are not available on custom orders.

Payment Schedules: To be invoiced with progress invoicing within the project

\_\_\_\_\_  
The Dock Doctors, LLC.

\_\_\_\_\_  
Date

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
City of Plattsburgh

\_\_\_\_\_  
Date

2/9/15

Mailing Address: 19 Little Otter Lane Ferrisburg, VT 05456  
1-800-870-6756 • fax 802-877-3147 • e-mail [mike@thedockdoctors.com](mailto:mike@thedockdoctors.com)



**CLINTON COUNTY REAL PROPERTY OFFICE**

137 Margaret Street Suite 210  
Plattsburgh, New York 12901

Martine M. Gonyo, C.C.D.  
Director  
518-565-4760  
FAX 518-565-4773  
E-mail: gonyom@co.clinton.ny.us



January 21, 2015

Mayor James Calnon  
41 City Hall Place  
Plattsburgh, NY 12901

JAN 23 2015

Dear Mayor Calnon:

Re: 091300 233.8-3-8  
John & Bonnie Burdo

Section 550; Subd 2; Paragraph c of Real Property Tax Law states an incorrect entry of assessed valuation on an assessment roll or on a tax roll for a parcel which, except for a failure on the part of the assessor to act on a partial exemption, would be eligible for such partial exemption, constitutes a clerical error.

In this particular case, the parcel should have received an alternative veteran's combat and disability exemption on the 2015 city tax bill on parcel 233.8-3-8.

We request that the information provided by the City Assessor be used to determine the correct amount of taxes due for the 2015 city tax roll.

Sincerely,

A handwritten signature in cursive script that reads "Martine M. Gonyo".

Martine M. Gonyo  
Director of Real Property

/mmg

cc: Kathy Livingston, City Assessor



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE  
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR CORRECTED TAX ROLL  
FOR THE YEAR 20 14

RP-554 (9/04)

RECEIVED

JAN 21 2015

Clinton County  
Real Property

**Part 1:** To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

John & Bonnie Burdo

1a. Name of Owner

149 Maine Rd

Plattsburgh, NY 12903

1b. Mailing Address

233.8-3-8 210

Day( ) 534-1949

Evening ( )

2. Telephone Number

3. Parcel Location (if different than 1b.)

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. 2369

6. Amount of taxes currently billed \$3512.17

7. I hereby request a correction of tax levied by county/city

(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): failed to enter exemption in RPS V4

1/20/15  
Date

John W. Burdo  
Signature of Applicant

**PART II:** For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: 1/21/15

Period of warrant for collection of taxes: \_\_\_\_\_

Last day for collection of taxes without interest: \_\_\_\_\_

Recommendation:

☒ Approve application\*

☐ Deny Application

1/21/15  
Date

Maurine Gump, CCD  
Signature of County Director

\*☐ If box is checked, this copy is for assessor and board of assessment review of city/town/village of \_\_\_\_\_ which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

**PART III:** For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION \_\_\_\_\_: (Insert Number or Date)

APPLICATION APPROVED

Amount of taxes currently billed: \$3512.17

Notice of approval mailed to applicant on (enter date): \_\_\_\_\_

Corrected tax: \$ \_\_\_\_\_

Order transmitted to collecting officer on (enter date): \_\_\_\_\_

APPLICATION DENIED

Reason: \_\_\_\_\_

Seal of Office

Date

Signature of Chief Executive Officer  
or Official Designated by Resolution

**City of Plattsburgh  
Office of the Assessor  
41 City Hall Place  
Plattsburgh, NY 12901**

**Assessor Determination Form**

To: Clinton County Real Property Tax Services  
Re: Correction of Errors

Parcel ID: 233.8-3-8 Roll Year(s): 2014

Owner Name/Address:

(As Printed on Tax Roll)

John & Bonnie Burdo  
149 Maine Rd.  
Plattsburgh, NY 12903

Current Owner:

Same

The error is:

☒ Clerical

☐ Unlawful Entry

☐ Error in Essential Fact

Assessor feels error occurred as a result of:

Key punch error -  
application overlooked - alternative  
veteran - combat + disability

Assessor feels no error has occurred because:

Current Assessments (As appears on tax roll):

Land	<u>22,000</u>
Total	<u>209,000</u>
Exemption(s)	<u>—</u>
Taxable Total	<u>209,000</u>

Corrected Tax Roll Values:

Land	<u>22,000</u>
Total	<u>209,000</u>
Exemption(s)	<u>76,350</u>
Taxable Total	<u>132,650</u>

Date 1-20-15

Signature

Kathy Livingston

**\*At Least two signatures are required in towns with three elected Assessors**

[Log In](#)**City of Plattsburgh Real Property Tax Files**[View Bill](#)

**As of** 2/13/2015  
**Bill Year** 2015  
**Bill** 2369  
**Owner** BURDO JOHN  
**Parcel ID** 233.8-3-8

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	4/15/2015	\$878.05	\$0.00	\$878.05	\$0.00	\$878.05
2	5/15/2015	\$878.04	\$0.00	\$878.04	\$0.00	\$0.00
3	6/15/2015	\$878.04	\$0.00	\$878.04	\$0.00	\$0.00
4	7/15/2015	\$878.04	\$0.00	\$878.04	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$3,512.17</b>	<b>\$0.00</b>	<b>\$3,512.17</b>	<b>\$0.00</b>	<b>\$878.05</b>

- 2229.14  
 -----  
 \$1283.03

132.656  
 x 16.80464  
 -----  
 \$2229.14

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# Plattsburgh, New York

Kathy A Livingston  
Assessor

Office of Assessment  
41 City Hall Place  
Plattsburgh, NY 12901  
518 563-7708 office  
518 563-6684 fax  
[livingstonk@cityofplattsburgh-ny.gov](mailto:livingstonk@cityofplattsburgh-ny.gov)

February 6, 2015

Mayor Calnon and  
Members of the Common Council  
41 City Hall Pl  
Plattsburgh, NY 12901

Dear Mayor and Councilors:

I request your approval to travel and attend an Assessor's seminar so that I may more effectively execute my duties as the Assessor. The seminar is entitled "Critiquing Appraisals" which is being held in Hudson on March 27, 2015. The cost will not exceed \$520, which will be paid out of training and education and mileage accounts.

Thank you for your consideration in this matter. If you have any questions or should you require additional information, please feel free to contact me.

Sincerely,

Kathy Livingston  
Assessor



**Plattsburgh Police Department**  
45 Pine Street  
**Plattsburgh, New York**

518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

February 11, 2015

Mayor James E. Calnon  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval for a Police Officer to travel to Verona NY for "New York Tactical Officers Association Annual Tactical Conference", from 04/27/15 to 04/30/15. The total cost should not exceed \$1,757.50 and will be expensed from the Asset Forfeiture fund. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls